

Los Angeles County Workforce Investment Act

ADULT AND DISLOCATED WORKER CONTRACTORS



Quarterly Contractors' Meeting

Community and Senior Services

July 13, 2010

Agenda:

I. Welcome and Introductions

II. Program Updates

III. EDD ARRA Review & AC Review

IV. Eligibility TAG Updates/Changes

V. Technical Assistance Calendar

VI. Questions and Answers

Program Updates:

WIA and WIA/ARRA Programs

Microsoft Elevate America

Governor's Stimulus

CA New Start

WIA and WIA/ARRA Programs

Contract for ARRA Adult, Dislocated Worker and Rapid Response

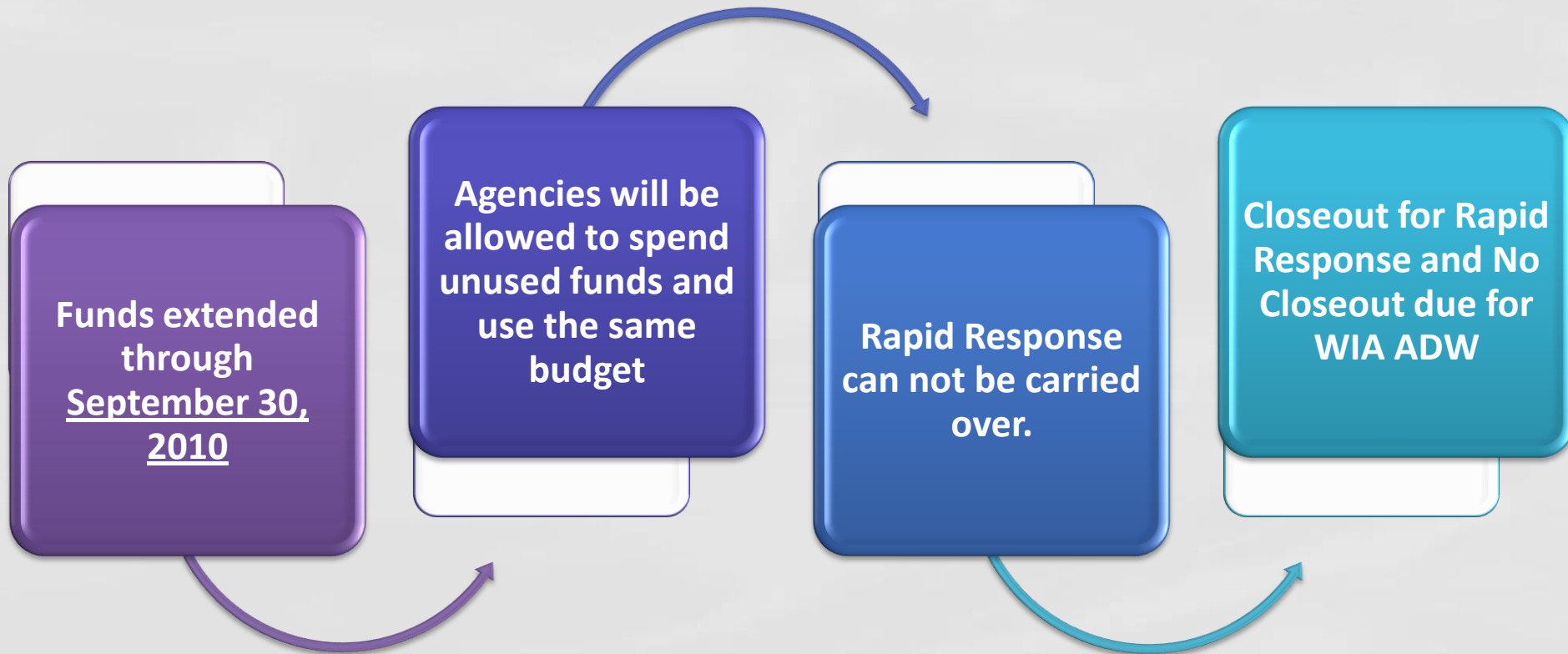
Funds extended
through
June 30, 2011

No closeout due
for both
programs

Agencies will be
allowed to
spend unused
funds

WIA and WIA/ARRA Programs

Contract for WIA Formula Carryover Funding for Adult, Dislocated Worker for FY 2009-2010



WIA and WIA/ARRA Programs

Contract for WIA Formula Adult, Dislocated Worker and Rapid Response for FY 2010-2011

New
Allocations
have been
distributed

Amendment
documents
were due
6/30/10

Funding is
effective
July 1, 2010

Note:

- Only one (1) Amendment per program will be executed

WIA and WIA/ARRA Programs

Revision to 45% Training Set Aside Policy Directive

Directive: WIA/ARRA ADW D10-01

Date: 07/08/10

- WIB approved CSS to waive the requirement
- Therefore, ARRA funding can be maximized and meet the goal of 70% expenditures by September 30, 2010.

WIA and WIA/ARRA Programs

One Stop Operator (OSO)



EDD final finding for OSO

Final Statement
of Work will
incorporate
MOU's

Microsoft Elevate America

Program from March 10, 2010 to June 8, 2010

- Microsoft Corporation, CA EDD, CSS and County of Los Angeles WorkSource Contractors collaborated

Free Microsoft training vouchers for:

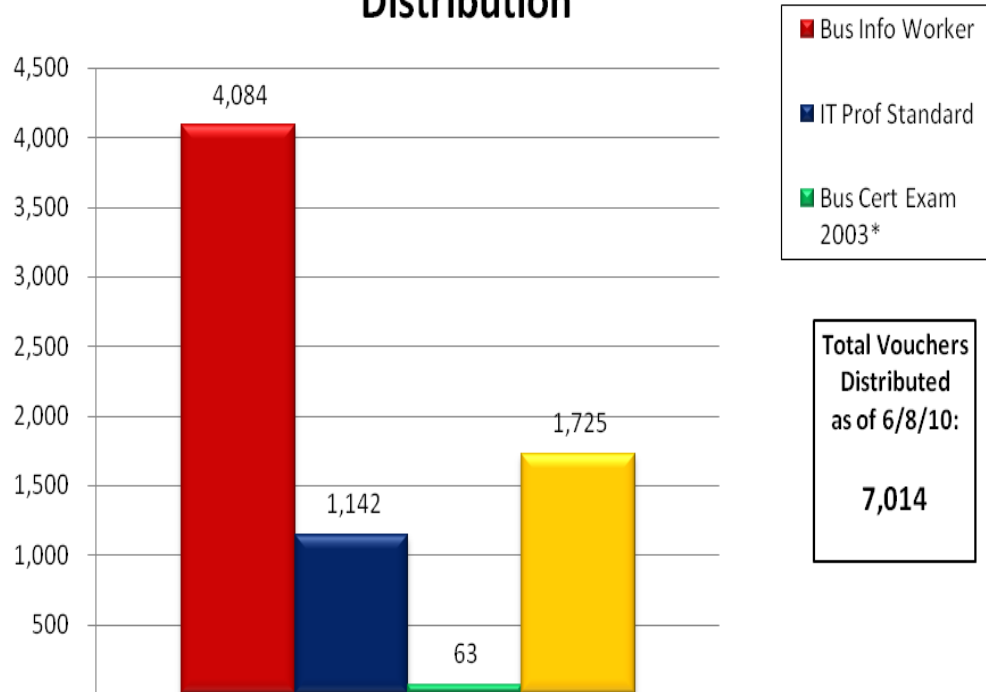
- E-Learning Vouchers Information Worker
- E-Learning: IT Professional Standard & Extended Library
- Business Certification Exams Office 2003 & 2007

Total Distributed Vouchers:

- California LWIA's distributed **76,992** vouchers
- Los Angeles County WIA distributed **7,014** vouchers

Microsoft Elevate America

Los Angeles County
Elevate America-ELearning and Exam Voucher
Distribution



Thank You!

Top 3 Agencies

**Northeast San
Fernando Valley
WorkSource
Center**

• 1,285
Vouchers

**LA Urban League
WorkSource
Business and
Career Center**

• 698
Vouchers

**Antelope Valley
WorkSource
Center**

• 576
Vouchers

Microsoft Elevate America



Governor's Stimulus Grant

Final Closeout was June 30, 2010

All grant codes under
this funding must be
closed



Co-enrollment into
other grants
permissible.

CA New Start

CA New Start Program Contract expired on
June 30, 2010



Recommendations will be made to extend funds until
September 30, 2010 for maximum of 3 Contractors.

EDD ARRA Review:

Closed Findings

Finding	Response
Selective Service Compliance	Directive LACOD-WIAD08-1 (01/09/08)
90 Day In-Activity	Directive WIAADM D-10-01 (01/11/10)
Dislocated Worker Eligibility	Training on March 30, 2010 TAG-July 2010
IEP Completion before Registration	TAG-July 2010

Continued Findings

EEO/Grievance

New Findings

Support Services

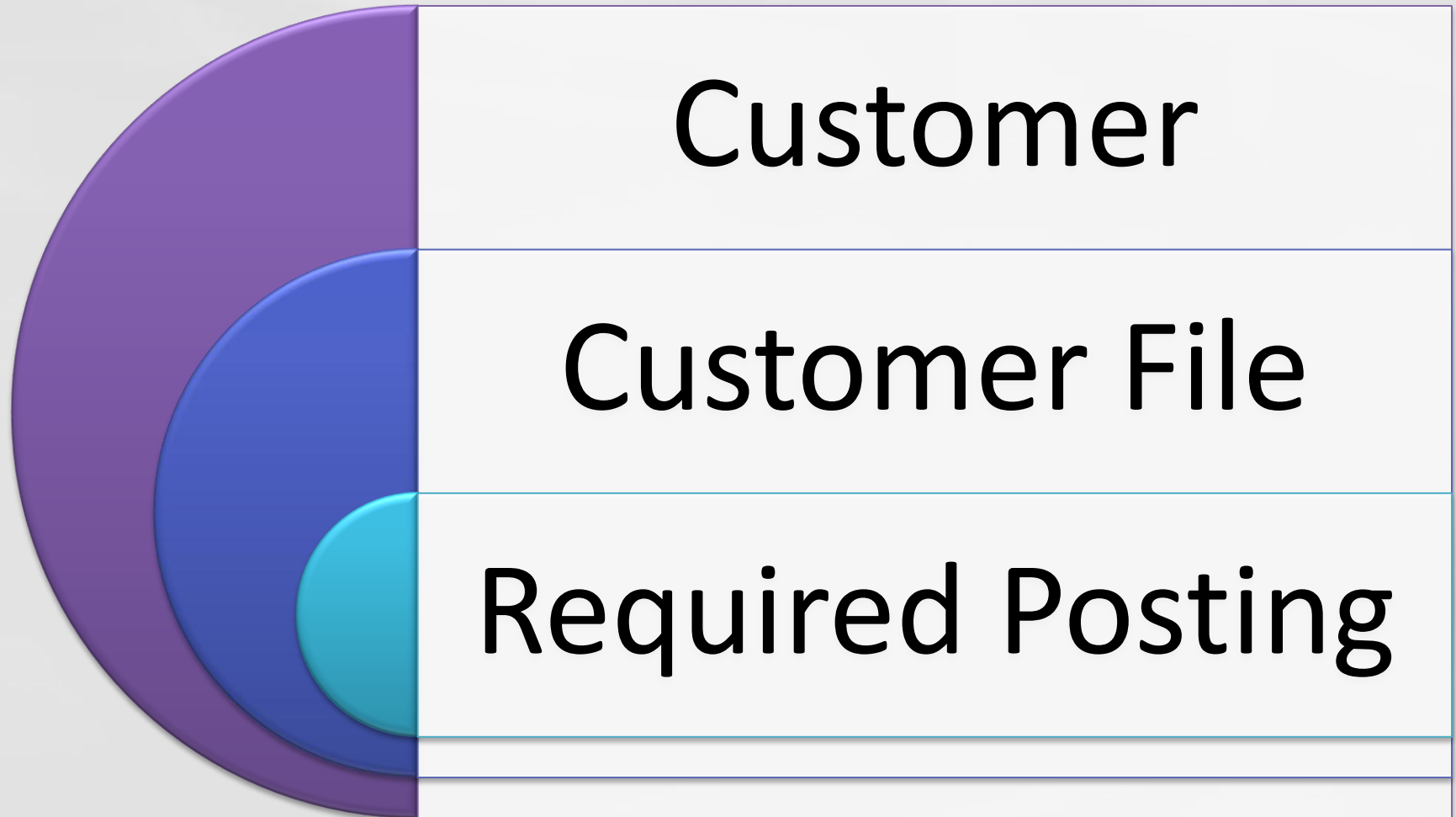
AC Monitoring Review:

Findings

- Agency did not maintain adequate documentation in the case file and/or did not report a service in the JTA system.
- Agency did not report participants' program activities into the JTA system within the established deadline.
- Participant was not registered for Selective Service or was registered subsequent to enrollment
- Agency did not develop or implement internal procedures to ensure that all ARRA requirements are met.
- Participant was not enrolled in CalJobs as required.

EDD ARRA Review Findings:

EEO/Grievance



EDD ARRA Review Findings:

Support Services

- Services such as transportation, child care, dependent care, housing and needs-related payments, that are necessary to enable an individual to participate in activities authorized under WIA, consistent with the provisions of WIA.

Important to note all
Requirements and
Documentation

Is the service needed?
If so, is it reasonable?

Is it fully documented?
Example: Receipts,
justification, etc

Eligibility Technical Assistance Guide

Updates and Changes

A

- Program Eligibility/Enrollment

B

- Adult Program

C.

- Dislocated Worker Program

A. Program Eligibility/Enrollment

II. WIA Eligibility Determination and Registration

Policy and procedures for time limits covering the application process:

The following are the County's time limits for the WIA application process:

- **Contractor Staff have thirty (30) days from the initiation of the application process to collect necessary documentation for eligibility.**
- **Upon submission of required documentation, staff shall have up to ten (10) working days to review and confirm eligibility; and**
- **The reviewer signature and date certifies that the proper eligibility has been determined for WIA program. [Reference: WIA Job Training Automation (JTA) System Client Forms Handbook, February 2010, p.50];**
- **The documentation shall be considered valid for purposes of enrollment for up to ninety (90) days upon completion of the application process. After ninety (90) days, the application process must be initiated again.**

A. Program Eligibility/Enrollment

II. WIA Eligibility Determination and Registration

Determining eligibility for services and maintaining case records:

The County recognizes that WIA distinguishes between general program eligibility and eligibility for services.

A participant is required to receive at least one core service **and** one intensive service before moving on to a training service. The receipt of a core service and **eligibility or need** for intensive services should be documented in the case notes of a participant's case file.

A. Program Eligibility/Enrollment

III. General Title I-B Eligibility Criteria

Local policy and procedures when legal status or work authorization documents have expired:

Within the County's WIA program, review of work authorization is conducted in compliance with federal requirements. Contractor staff is required to verify and track expiration dates of individuals' legal status or work authorization documentation.

Contractor staff are also to record the expiration date of right to work documents, when it has been determined that documents will expire at any point while client is enrolled under and or receiving WIA services. Contractor staff must re-verify documentation **prior** to the date of expiration and ensure participant case file contains a copy of the most current documentation.

A. Program Eligibility/Enrollment

III. General Title I-B Eligibility Criteria

Local policy and procedures for determining whether an individual knowingly and willfully failed to register:

registration requirement can be made, **there must be a "preponderance of evidence."**

Contractor staff will evaluate the evidence provided by an applicant to make a determination regarding whether or not it supports the prospective client's reasons for not registering were "unknowing and not willful." If contractor staff

It is the County's position that an applicant's lack of knowledge of the Selective Service registration requirement is insufficient evidence that the failure to register was not "knowing and willful." In other words, if the reason given by the applicant for not registering is that he was not aware of the requirement, **then the request for waiver must be denied.**

A. Program Eligibility/Enrollment

III. General Title I-B Eligibility Criteria

Local policy and procedures for determining whether an individual knowingly and willfully failed to register:

If contractor staff approves the waiver the following documentation must appear in the participant case file:

- Selective Service Status Information letter; **and**
- An applicant statement demonstrating that failure to register was “unknowing and not willful,” together with supporting documentation, if applicable. The statement must include the staff signature confirming that they have evaluated the evidence and determined the applicant’s failure to register was not “knowing and willful,” and as such they grant the waiver.

A. Program Eligibility/Enrollment

VI. Adult and Dislocated Worker Requirements to receive Staff-Assisted Core, Intensive or Training Services

Local criteria for self-sufficiency:

Los Angeles County defines self-sufficiency for an employed worker as either receiving wages that equal \$11.84 per hour for an individual or a family income above 200% of the federal poverty guidelines.

In order for an employed worker to be considered in need of intensive and/or training services, the individuals' hourly wage must not meet the definition of self-sufficiency.

A. Program Eligibility/Enrollment

IX. Eligibility Documentation and Verification

Eligibility documentation and verification policy and procedures:

Contractor staff and applicants must make reasonable efforts to document eligibility for WIA-funded programs. However, the use of applicant statements is allowable to document those items that are not verifiable or are not readily available. The applicant's difficulty in obtaining documentation does not need to entail privation or undue hardship to justify using an applicant statement. In taking an applicant's statement, it is not necessary to obtain corroboration unless there is reason not to believe the applicant.

B. Adult Program

X. Table of Documentation to Establish WIA Eligibility

WORKFORCE INVESTMENT ACT ADULT ELIGIBILITY VERIFICATION CHECKLIST		
ELIGIBILITY CRITERIA	IN FILE ✓	SOURCE DOCUMENT(S)
GENERAL ELIGIBILITY		
A. Birth Date/Age (18 years of age or older)		
B. U.S. Work Authorization		
C. Selective Service Registrant (if applicable)		

C. Dislocated Workers Program

X. Table of Documentation to Establish WIA Eligibility

WORKFORCE INVESTMENT ACT DISLOCATED WORKERS ELIGIBILITY VERIFICATION CHECKLIST		
ELIGIBILITY CRITERIA	IN FILE ✓	SOURCE DOCUMENT(S)
GENERAL ELIGIBILITY		
A. Birth Date/Age (18 years of age or older)		
B. U.S. Work Authorization		
C. Selective Service Registrant (if applicable)		
D. DISLOCATED WORKERS CRITERIA		
1. Terminate/Laid Off	(A) (B) (C)	(A) (B) (C)
2. Plant Closure/Substantial Layoff		
3. General Announcement of Plant Closure		
4. Self-employed		
5. Displaced Homemaker	(A) (B)	(A) (B)
6. Voluntarily Terminated Employment and Unemployment Insurance (UI) Eligible	(A) (B) (C)	(A) (B) (C)

Sample Composite of Documentation

ADULT AND DISLOCATED WORKERS

GENERAL ELIGIBILITY CRITERIA

(Verify each criterion unless specified otherwise)

BIRTH DATE/AGE

Note: Applicants must be age 18 or older at the time of registration to participate in this program.

ACCEPTABLE DOCUMENTATION

(Only one document from this column per eligibility criterion is required)

- Baptismal or Church Record
- Birth Certificate
- Military Form DD-214 Form
- Driver's License
- Federal, State or Local Government Issued Identification Card
- Hospital Record of Birth
- United States Passport or United States Passport Card
- Public Assistance/Social Service Records
- Official School Records
- Telephone Verification
- Work Permit

U.S. WORK AUTHORIZATION

Note: For current list of acceptable identity and work authorization documents since the November 1991 revision of the INS Form I-9, go to www.uscis.gov/portal/site/uscis

- Verification Document(s) that Satisfy List A of the I-9
- Verification Document(s) that Satisfy List B and C of the I-9

Sample Composite of Documentation

ADULT AND DISLOCATED WORKERS

GENERAL ELIGIBILITY CRITERIA

(Verify each criterion unless specified otherwise)

SELECTIVE SERVICE REGISTRANT

Note: Each male registrant 18 years of age or older born on or after January 1, 1960, must present evidence that he has complied with *Section 3* of the Military Selective Service Act.

Note: For the eligibility of males over age 26 who did not register- see TEGl 8-98 for guidance.
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1322

ACCEPTABLE DOCUMENTATION

(Only one document from this column per eligibility criterion is required)

- Acknowledgement Letter Form DD-214⁽¹⁾
- Screen printout of the Selective Service Verification Internet site: <https://www.sss.gov/RegVer/wfVerification.aspx>
- Selective Service Status Information Letter⁽²⁾
- Selective Service Registration Card
- Selective Service Registration Record (Form 3A)
- Selective Service Verification Form
- Stamped Post Office Receipt of Registration
- Selective Service Evidence Acknowledgement Letter

For males who did not register

- Status Information Letter **AND**
- Applicant Statement

(Refer to Local Policy and Procedures for determining if an individual "knowingly and willfully" failed to register.)

Sample Composite of Documentation

DISLOCATED WORKERS

ELIGIBILITY CATEGORY 1—Terminated/Laid Off (Requires one (1) document from 1A, 1B(a) or 1B(b), and 1C)

1. (A) Has been terminated or laid off, or who has received a notice of termination or layoff, from employment;

AND

- Worker Adjustment and Retraining Notification Act (WARN) notice indicating closure or specific to the customer
- Photocopy of a printed media article or announcement describing the layoff. The photocopy must include the name of the medium in which published and the date of publication
- Employer or union representative letter or statement
- Severance pay documentation which verifies that the applicant was terminated or laid off
- Evidence of early retirement in lieu of layoff or discharge
- Form DE1101 CLMT: Claimant Notice
- Form DE1182WIA: Response to Local Workforce Investment Agencies (LWIA) request for Unemployment Insurance (UI)
- Applicant Statement

Sample Composite of Documentation

DISLOCATED WORKERS

ELIGIBILITY CATEGORY 1—Terminated/Laid Off (Requires one (1) document from 1A, 1B(a) or 1B(b), and 1C)

<p>1. (B)</p> <p>(a) Is eligible for or has exhausted entitlement to unemployment compensation;</p> <p style="text-align: center;">OR</p>	<ul style="list-style-type: none"> • Form DE 429: Notice of Unemployment Insurance Award • Form DE 4581: Continued Claim Form • Form DE1101 CLMT: Claimant Notice • Form DE1182WIA: Response to Local Workforce Investment Agencies (LWIA) request for UI Information • Unemployment Check Stubs stamped by Employment Development Department's (EDD) office • Statement by an UI representative • Applicant Statement
<p>1. (B)</p> <p>(b) Has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law;</p> <p style="text-align: center;">AND</p>	<ul style="list-style-type: none"> • Form DE 429: Notice of Unemployment Insurance Award • Form DE1182WIA: Response to Local Workforce Investment Agencies (LWIA) request for UI Information • Pay check stubs • W-2 and/or Tax Returns • Statement by the employer or union representative • Statement by an Unemployment Insurance representative • Applicant Statement

Sample Composite of Documentation

DISLOCATED WORKERS

ELIGIBILITY CATEGORY 1—Terminated/Laid Off (Requires one (1) document from 1A, 1B(a) or 1B(b), and 1C)

1. (C) Is unlikely to return to a previous industry or occupation.

- Appointment Notice (DE 1106) of referral to an Initial Assistance Workshop (IAW)
- Screen print of IAW schedule
- Reemployment Plan generated from IAW
- Applicant Statement
- Internet site, such as CalJOBS that indicates lack of local industry/occupation availability
- Screen print of Local Labor Market Information Division screens that indicates lack of industry/occupation availability
- Doctor statement indicating applicant's inability to return to previous industry/occupation due to physical limitations
- Vocational rehabilitation counselor's statement indicating applicant's inability to return to previous industry/occupation due to physical limitations
- Employment Specialist's Determination
- PASS/Summary of Services indicating Worker Profiling & Reemployment Services

Sample Composite of Documentation

DISLOCATED WORKERS

ELIGIBILITY **CATEGORY 2**—Plant Closure/Substantial Layoff

2. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, **or** any substantial layoff at, a plant, facility, or enterprise;

Note: In the case of downsizing or workforce reduction when it is unclear which employees will be affected, a layoff notice is appropriate.

Closure or substantial layoff:

- Bankruptcy documents, if declared under *Chapter 7*, Title 11 U.S.C. Notice of foreclosure or a similar document provided by a financial institution when such document clearly shows that a closure or mass layoff will occur as a result of its issuance
- Copy of a printed media article/announcement describing the closure/mass layoff; the copy must include the name of the medium in which published and the date of publication
- Statement from the employer or union representative
- Statement from the employer's bank official, attorney, supplier, accountant, or another knowledgeable individual
- Copy of a **valid** WARN notice provided by the employer or authorized representative
- **Detailed Listing of WARN from Employment Development Department website**
- Telephone Verification
- Applicant Statement

Notice of Layoff or Laid-off:

- Copy of a **valid** WARN notice provided by the employer or authorized representative
- **Detailed Listing of WARN from Employment Development Department website**
- Copy of other specific notice to employee of intent to lay-off
- Employer or union representative letter or statement
- Telephone Verification
- Applicant Statement

Sample Composite of Documentation

DISLOCATED WORKERS

ELIGIBILITY CATEGORY 3—General Announcement of Plant Closure

3. (A) Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days;

OR

3. (B) For purposes of eligibility to receive core services only, is employed at a facility at which the employer has made a general announcement that such facility will close.

- Bankruptcy documents, if declared under *Chapter 7*, Title 11, U.S.C. Notice of foreclosure or a similar document provided by a financial institution when such document clearly shows that a closure or mass layoff will occur as a result of its issuance
- Copy of a printed media article/announcement describing the closure/mass layoff; the copy must include the name of the medium in which published and the date of publication
- Statement from the employer or union representative
- Statement from the employer's bank official, attorney, supplier, accountant, or another knowledgeable individual
- Applicant Statement

Sample Composite of Documentation

DISLOCATED WORKERS

ELIGIBILITY **CATEGORY 4**—Self-employed

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.</p> | <ul style="list-style-type: none">• Bankruptcy documents, if declared under <i>Chapter 7</i>, Title 11, U.S.C. Notice of foreclosure or a similar document provided by a financial institution when such document clearly shows both the name of the business and the applicant's name• Business License• Copy of a completed federal income tax return (Schedule SE) for the most recent tax year• Copy of a printed media article/announcement describing the closure/mass layoff; the copy must include the name of the medium in which published and the date of publication• Copy of articles of incorporation for the business listing the applicant as a principal• Applicant Statement |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Sample Composite of Documentation

DISLOCATED WORKERS

ELIGIBILITY CATEGORY 5—Displaced Homemaker

(Must satisfy both Area (A) and (B))

5. An individual who has been providing unpaid services to family members in the home and who:

(A) Has been dependent on the income of another family member but is no longer supported by that income;

AND

(B) Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Note: For purposes of (B) above, underemployed means a worker is either: (1) working full-time and has an earned income, which if annualized, would be equal to or below self-sufficiency; or (2) working part-time and seeking full-time work.

- Divorce Papers
- Spouse's layoff notice
- Spouse's disability check
- Spouse's death notice
- Applicant Statement

- Rejection letters/notifications from employers
- Local Job Service/UI Office documentation demonstrating lack of job offers
- Documentation demonstrating unsuccessful efforts to obtain employment or upgrade employment.
- Applicant Statement

Sample Composite of Documentation

DISLOCATED WORKERS

ELIGIBILITY CATEGORY 6—Voluntarily Terminated Employment and UI Eligible

(Requires one (1) document from 6A, 6B, and 6C)

6. (A) Has voluntarily terminated (quit) employment;

AND

- Worker Adjustment and Retraining Notification Act (WARN) notice specific to the customer
- Photocopy of a printed media article or announcement describing the layoff. The photocopy must include the name of the medium in which published and the date of publication
- Employer or union representative letter or statement
- Severance pay documentation, which verifies that the applicant was terminated or laid off
- Form DE1101 CLMT: Claimant Notice
- Form DE1182WIA: Response to Local Workforce Investment Agencies (LWIA) request for Unemployment Insurance (UI) Information
- Applicant Statement

Sample Composite of Documentation

DISLOCATED WORKERS

ELIGIBILITY CATEGORY 6—Voluntarily Terminated Employment and UI Eligible

(Requires one (1) document from 6A, 6B, and 6C)

6. (B) Has been determined eligible to receive UI benefits;

AND

- Form DE 429: Notice of Unemployment Insurance Award
- Form DE 4581: Continued Claim Form
- Form DE1101 CLMT: Claimant Notice
- Form DE1182WIA: Response to Local Workforce Investment Agencies (LWIA) request for Unemployment Insurance (UI) Information
- Unemployment Check Stubs stamped by Employment Development Department's (EDD) office
- Statement by an Unemployment Insurance representative
- Applicant Statement

Sample Composite of Documentation

DISLOCATED WORKERS

ELIGIBILITY CATEGORY 6—Voluntarily Terminated Employment and UI Eligible

(Requires one (1) document from 6A, 6B, and 6C)

6. (C) Is unlikely to return to a previous industry or occupation.

- Appointment Notice (DE 1106) of referral to an Initial Assistance Workshop (IAW)
- Screen print of IAW schedule
- Reemployment Plan generated from IAW
- Applicant Statement
- Internet site, such as CalJOBS that indicates lack of local industry/occupation availability
- Screen print of Local Labor Market Information Division screens that indicates lack of industry/occupation availability
- Doctor statement indicating applicant's inability to return to previous industry/occupation due to physical limitations
- Vocational rehabilitation counselor's statement indicating applicant's inability to return to previous industry/occupation due to physical limitations
- Employment Specialist's Determination
- PASS/Summary of Services indicating Worker Profiling & Reemployment Services

Sample Composite of Documentation

MISCELLANEOUS CRITERIA

ELIGIBILITY CRITERIA (Verify each criterion unless specified otherwise)	ACCEPTABLE DOCUMENTATION (Only one document from this column per eligibility criterion is required)
ADULT PROGRAM PRIORITY	
The definition of low-income individual applies to the priority to serve low-income adults and eligible youth.	
VETERANS' PRIORITY OF SERVICE	
A veteran/covered person, as defined in Section 4215 of the Jobs for Veterans Act, is entitled to priority of service under WIA Title I programs, e.g., adult, youth and dislocated worker.	<ul style="list-style-type: none"> • Acknowledgement Letter Form DD 214 • Veterans Administration Letter or Records
NOT EMPLOYED	
Use WIASRD, Item 115 definition.	<ul style="list-style-type: none"> • Applicant Statement
UNDEREMPLOYED	
Applies to displaced homemaker and older youth.	<ul style="list-style-type: none"> • Employment Specialist or Case Manager's Determination • Telephone Verification • Applicant Statement

Technical Assistance Schedule

PY 2010-2011 WIA and WIA/ARRA CONTRACTS

AGENCY	DATE OF VISIT
Compton WorkSource Center-CCD	08/03/2010
LA Urban League WorkSource Business and Career Ctr.	08/17/2010
LA Urban League City of Pomona WorkSource Center	08/31/2010
West San Gabriel Valley WorkSource Center	09/08/2010
SASSFA WorkSource Center	9/21/2010
LA WORKS WorkSource Center	10/05/2010
Hub Cities WorkSource Center	10/13/2010
Central San Gabriel Valley WorkSource Center- Goodwill	11/09/2010
Career Partners WorkSource Center	11/23/2010
Antelope Valley WorkSource Center	12/07/2010
West Hollywood WorkSource Center-JVS	01/04/2011
East Los Angeles Employment and Business Center- Arbor E&T	2/15/2011
Chicana Service Action Center- East Los Angeles WorkSource	3/01/2011
West Los Angeles Worksource Center-CPC/JVS	3/15/2011
Northeast San Fernando Valley WorkSource Center	3/29/2011
South Valley WorkSource Center	4/12/2011
MCS/API Mini-Career Center	4/26/2011

Questions and Answers



Thank You!